

To: Ngo, Kim[Ngo.Kim@epa.gov]
From: McElroy, Damon
Sent: Mon 8/10/2015 3:11:06 PM
Subject: RE: Travel for Damon

Got it Kim. I will now work in Concur to book the flight and car for departure this afternoon if possible.

From: Ngo, Kim
Sent: Monday, August 10, 2015 9:48 AM
To: Foster, Nichole; McElroy, Damon
Cc: Brown, Cynthia; Atkins, Blake; Brown, Jamesr; Restivo, Angela; Lane, Willie; Saunders, Jerry
Subject: Travel for Damon

Hi Damon,

Thank you for your response and being available to help with the mine spill. We are submitting a form for your deployment into the field.

I just spoke with Nichole and am sending the site ID for you to put into your TA as well as People Plus:

The Gold King Mine site ID is: A6LS

Please prepare your TA as if you were traveling for regular work and use your gov't card. In the front of the TA, please make note of this site ID. In the accounting, the site ID will be selected.

Cynthia Brown (214-665-9705) is available to answer questions you might have on travel and PeoplePlus.

Thank you.

